

# Undergraduate Student Council (USC)

## Spring 2024 Election Packet

### Elections Board, SUNY Korea USC

#### A601

For any questions pertaining to the Spring 2024 USC Elections, you may contact the USC Elections Board via email at [usceb@sunykorea.ac.kr](mailto:usceb@sunykorea.ac.kr) for clarification or to schedule a meeting.

#### Candidate Information:

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Position Sought:** \_\_\_\_\_

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# The Undergraduate Student Council (USC)

The Undergraduate Student Council (USC) is the official governing student body of the undergraduate students present at SUNY Korea. It exists to serve the interest of the undergraduate student body, foster student leadership, and organize and promote events that will promote school spirit and community among others (**Art I USC Constitution**).

Membership is restricted to all full-time enrolled undergraduate students at SUNY Korea (**Art III USC Constitution**).

The USC is made up of an Executive, a Senate, and three (3) agencies.

## Executive

The Executive is the 6-member administrative body of the USC, is in charge of making sure the USC is operating properly, and serves as the official liaison between students and the school. The Executive comprises:

1. **President**
2. **Executive Vice President**
3. **Vice President for Student Life Board**
4. **Vice President for FIT**
5. **Secretary**
6. **Treasurer**

## Senate

The Senate is the 16-member legislative body of the USC and has the responsibility of making student plights known and effectively addressed. The Senate works closely with the Executive to carry out its mandate. The Senate comprises:

4 Year Group Senators
•Senior Senator •Junior Senator •Sophomore Senator •Freshman Senator

Departmental Senators
•Twelve (12) undergraduate senators to be elected from the departments in proportion to the department's undergraduate student population

## Agencies

1. The Elections Board: This is an independent agency in charge of organizing free and fair elections for officials of the USC. It is headed by a Chair.
2. The Student Life Board: This is a joint agency in charge of planning and organizing events to foster a great campus community. It is headed by the Vice President for Student Life.
3. The Judicial Committee: This is an independent 9-member agency in charge of all matters relating to impeachment of officials of the USC. It is headed by the Chief Justice.

**This section provides an overview of the USC. The USC Constitution and Code of Statutes both contain in depth information about the USC. For more clarification, consult said documents**

## Open Positions

### Executive

Position	Number of Slots
President	1
Vice Presidents (both FIT and SBU) *The Vice Presidents runs on the ticket of the President as a running mate.	1 (each)

\*The Executive Vice President runs on the ticket of the President as a running mate.

Position	Number of Slots
Vice President for Student Life Board	1

The Vice President for Student Life will be appointed by the elected President.

**Secretary	1
**Treasurer	1

\*\*Upon winning the election, the President will appoint the Secretary and Treasurer.

### Senate

\*\*\*Senators are voted for only by members of their constituencies

(e.g. only Seniors can vote for senior senators and CS majors can vote for CS senator)

***4 Year Group Senator	Numbers of slots	***Department Senators	Number of slots
<ul style="list-style-type: none"> <li>• Senior Senator</li> <li>• Junior Senator</li> <li>• Sophomore Senator</li> <li>• Freshman Senator</li> </ul>	1 (each)	Applied Mathematics and Static	1
		Business Management	2
		Computer Science	2
		Electrical and Computer Engineering	1
		Mechanical Engineering	1
		Technology and Society	2
		Fashion Business Management	2
		Fashion Design	1

## Elections Schedule

### Spring 2024 USC Elections Schedule

Activity	Date	Time	Remark
Information Session	April 24, 2024	7PM ~ 8PM	C105
Violation Record Inquiry Request Deadline	May 2, 2024	11:59 PM	Receive through Google Forms
Violation Record Inquiry Request Result Announcement	May 6, 2024	12:00 PM	USCEB Email
Petition Submission, Unofficial Transcript, Violation Record & Intent of Candidacy Form Deadline	May 9, 2024	7:00 PM	USCEB Email
Final Candidate List	May 10, 2024	7:00 PM	USCEB Email
Campaign Starts	May 10, 2024	8:00 PM	SUNY Korea
Information Panel with the Final Candidates	May 13, 2024	TBA	
Campaign Ends	May 20, 2024	11:59 PM	
Voting	May 21, 2024 - May 22, 2024	9 AM ~ 5 PM	1st floor, Student Lounge, Academic Building A
Complaints Filing & Counting	May 22, 2024	6 PM ~ 11:59 PM	
Announce Results	May 23, 2024	2:00 PM	USCEB Email

## Election and Campaign Guidelines

The following guidelines are meant to complement the *Elections Code in the USC Code of Statutes*. All aspiring candidates are expected to read and understand the *USC Code of Statutes*. It remains the responsibility of all aspiring candidates and candidates to ensure that they understand and undertake all necessary steps.

### Requirements for Candidacy

#### 1. USC Membership and Availability

- a. Candidates must be full-time undergraduate students at SUNY Korea.
- b. Candidates must be of good academic standing (differs for each position) and good judicial standing with the university.

#### 2. Petition by Peers

- a. Aspiring candidates must gain support of the constituency they seek to serve by signing petitions (differs for each position).
- b. Candidates for executive office are required to receive signatures from at least 10% (88 students) of the student population.
- c. Year group Senator Candidates are required to receive signatures from at least 5% (44 students) of the student population.
- d. A petition sheet shall not be distributed in a class without permission from the instructor and without making an announcement in front of the class to explain its purpose.

#### 3. Candidate Statement

- a. Aspiring candidates must complete and sign the Candidate Statement Form. The Candidate Statement Form will be distributed to media outlets and will be the only information the Elections Board can give out to the Electorate about a candidate

#### 4. Proper Submission of Materials

- a. Aspiring candidates must submit the Intent of Candidacy Form no later than **7 p.m. on May 9, 2024**, via email at [usceb@sunykorea.ac.kr](mailto:usceb@sunykorea.ac.kr). All emails must follow the following format “Spring 2024 Elections\_Student Name\_Position Sought”.
- b. Aspiring candidates must submit a completed USC Elections Packet no later than **7 p.m. on May 9, 2024**, via email at [usceb@sunykorea.ac.kr](mailto:usceb@sunykorea.ac.kr). All emails must follow the following format “Spring 2024 Elections\_Student Name\_Position Sought”.
  - i. A completed USC Elections Packet includes a signed Petition Sheet, Candidate Platform Statement, completion of Election Packet Checklist, and USC Code of Statute.
- c. An aspiring candidate shall be the sole person responsible for the completion and submission of the USC Elections Packet. Any incomplete packets shall be disregarded.
- d. The Elections Board shall have the power to confirm or deny a student’s candidacy for office, upon reviewing all submitted documents within 48 hours of submission.

# Campaign Guidelines

All candidates are first and foremost subject to the University Student Conduct Code. In the event that there is a contradiction, the University Student Conduct Code takes precedence.

## 1. Campaign Definition

- a. Campaign is defined as: “Any activity or series of activities intended to garner support or votes in an upcoming election”.

## 2. Campaigning Timeline

- a. Candidates may begin campaigning as soon as the Final Roster of Candidates is released on **May 10, 2024**.

## 3. Campaign Conduct

- a. All campaign conduct shall preserve the spirit and integrity of the USC.
- b. Without the express permission from the instructor present in a classroom, candidates may not engage in campaigning in the said classroom.
- c. No campaign may result in the tearing down, obstruction or damage of any campaign materials of another campaign.
- d. No campaign may encourage the violation of the USC Constitution.
- e. Candidates must not slander, commit libel or falsely represent any other candidates or parties.
  - i. Slander is defined as: “An oral communication of false statements injurious to a person’s reputation.”
  - ii. Libel is defined as: “A false publication, as in writing, print, signs or pictures that damage a person’s reputation.”

## 4. Prohibited Locations

- a. Campaigning is forbidden in the following areas:
  - i. Library
  - ii. University Administrative Offices (e.g. President’s Office, Undergraduate Office, etc.)

## 5. Campaign Material

- a. A copy of all official campaign material should be submitted to the Elections Board within 24 hours of first being posted.
- b. Online content must be open to the public and accessible to any member of the Elections Board or rival campaigns.
- c. URLs for any online campaign must be submitted to the Elections Board within 10 hours of its creation.

## 6. Information Panel with the Final Candidate

- a. During the Spring 2024 election campaign period an information panel with the final candidates will be held on **May 13**.

# Grievance Procedure

## 1. Grievance Procedure

- a. Any undergraduate student shall have the right to file a complaint with the Elections Board in the event of a perceived violation of the Elections and Campaign Guidelines, or any other relevant USC policy.
- b. All grievances must be filed no later than 24 hours after the violation was committed and/or 11:59 p.m. on voting day, **May 21-22, 2024**.

## 2. Hearing Timeline

- a. The Elections Board shall discuss the violation, gather evidence, and make a ruling on the issue.
- b. Decisions made by the Elections Board are final for the said elections.

## Candidacy Requirements

The following is intended to be a summary. In the event that there is a contradiction, the USC Code of Statutes and constitution takes precedence.

### Executive

President, Executive Vice Presidents, Vice President for Student Life Board	Minimum GPA of 2.75 No Violation Record  Has attended SUNY Korea for at least two semesters
Secretary Treasurer	Minimum GPA of 2.50  Has attended SUNY Korea for at least one semester

### Senate

Year Group Senators	Must be members of the academic standing level of intended candidacy	<ul style="list-style-type: none"> <li>• Minimum GPA of 2.50</li> <li>• No Violation Record</li> </ul>
Departmental Senators	Can only represent the departments of their major	

### Agencies

For Agency-specific requirements, refer to the USC Constitution and Code of Statutes.

**It remains the sole responsibility of an aspiring candidate to ensure that they are eligible to run for the position they intend to run for. For any inquiries about qualifications for candidacy, please email the Elections Board at [usceb@sunykorea.ac.kr](mailto:usceb@sunykorea.ac.kr) for answers or the opportunity to schedule a meeting.**

**Students are encouraged to visit Student Services to check their eligibility for office.**

**Candidate Platform Statement (Year Group Senator)**

# Petition Form

Name:

Position Sought:

Email Address:

\*Please use black ink pen only

No	Print Name	Student ID	Signature	Your Current Year
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A large, empty rectangular box with a thin black border, intended for a candidate to write their executive platform statement.

# Petition Form

Name:

Position Sought:

Email Address:

\*Please use black ink pen only

No	Name	Student ID	Signature
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## Intent of Candidacy Form (Executives)

I, \_\_\_\_\_, intend to run for the position of \_\_\_\_\_ the Undergraduate Student Council (USC) of SUNY Korea in the Spring 2024 Elections. This signed intent form shall be binding, and upon submission of this form, the position noted above shall be the only position for which I may be a candidate for in the Spring 2024 Elections. I may submit a revised intent form prior to the deadline to indicate a different position. The deadline for this Intent Form shall be **7PM on May 9, 2024**.

### Positions Available:

#### Executive

President : \_\_\_\_\_

Executive Vice-President for SBU : \_\_\_\_\_

Executive Vice-President for FIT : \_\_\_\_\_

Vice-President for Student Life : \_\_\_\_\_

Treasurer : \_\_\_\_\_

Secretary : \_\_\_\_\_

This agreement serves as an understanding between the Elections Board and the candidates for the upcoming elections. This document shall be considered an official document of USC, and may be used as evidence in the courts of USC. The candidate understands the importance of the democratic processes, free and fair elections, and a republican form of government, and shall respect his or her opponent(s) equal right to influence the outcome of the election, and to compete for the will of the electorate and hereby agrees to the following:

1) I have read and found no objection to the following (Please Initial):

USC Election Packet;

USC Constitution;

University Conduct Code;

and all relevant and applicable laws related to USC Elections.

2) Upon winning the election, I will uphold the current USC Constitution and its laws.

I, \_\_\_\_\_, hereby know and understand the rules that have been stated on this form, in the Election Packet, and in the Constitution of the Undergraduate Student Council of SUNY Korea including being a member of the Undergraduate Student Council, and agree to have my platform statement made available to campus media outlets during elections. This document shall be only considered complete if it is submitted with the Intent of Candidacy Form.

Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**Please submit the Petition Form (Pages 10-13 for Year Group Senator, Pages 14-19 for Executive) by the deadline: 7PM on May 9<sup>th</sup> 2024. Late submissions will not be accepted.**

## Intent of Candidacy Form (Senator)

I, \_\_\_\_\_, intend to run for the position of \_\_\_\_\_ the Undergraduate Student Council (USC) of SUNY Korea in the Spring 2024 Elections. This signed intent form shall be binding, and upon submission of this form, the position noted above shall be the only position for which I may be a candidate for in the Spring 2024 Elections. I may submit a revised intent form prior to the deadline to indicate a different position. The deadline for this Intent Form shall be **7 PM on May 9, 2024**.

### Positions Available (Please check one):

#### Year Group Senators:

- Senior Senator
- Junior Senator
- Sophomore Senator
- Freshman Senator

#### Department Senators:

- Applied Mathematics and Statistics
- Business Management
- Computer Science
- Electrical and Computer Engineering
- Mechanical Engineering
- Technology and Society
- Fashion Business Management
- Fashion Design

This agreement serves as an understanding between the Elections Board and the candidates for the upcoming elections. This document shall be considered an official document of USC, and may be used as evidence in the courts of USC. The candidate understands the importance of the democratic processes, free and fair elections, and a republican form of government, and shall respect his or her opponent(s) equal right to influence the outcome of the election, and to compete for the will of the electorate and hereby agrees to the following:

1) I have read and found no objection to the following (Please Initial):

USC Election Packet;

USC Constitution;

University Conduct Code;

and all relevant and applicable laws related to USC Elections.

2) Upon winning the election, I will uphold the current USC Constitution and its laws.

I, \_\_\_\_\_, hereby know and understand the rules that have been stated on this form, in the Election Packet, and in the Constitution of the Undergraduate Student Council of SUNY Korea including being a member of the Undergraduate Student Council, and agree to have my platform statement made available to campus media outlets during elections. This document shall be only considered complete if it is submitted with the Intent of Candidacy Form.

Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_

**Please submit the Petition Form (Pages 10-13 for Year Group Senator, Pages 14-19 for Executive) by the deadline: 7PM on May 9<sup>th</sup> 2024. Late submissions will not be accepted.**